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Inspection

SELF-INSPECTION PROGRAM

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OPR: 911 AW/SC (Robert J. Simonette)
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This instruction implements AFD 90-2, *Inspector General - The Inspection System*. It establishes a Self-Inspection Program (SIP) for the 911 AW. It provides a systematic reporting procedure that will enable commanders and supervisors to identify, track and resolve anticipated or actual problem areas. This system identifies the utilization of the Self-Inspection Tracking System (SITS) located on the Wing Metrics "UCI Guidance" page as an effective communication process through command channels to ensure compliance of Common Core elements. Use of the SITS Program will provide immediate update information to commanders, supervisors and self-inspection monitors.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed

1. Responsibilities.

- 1.1. Commanders, supervisors and designated Self-Inspection Monitors are responsible for the overall management of the Self-Inspection Program and ensuring compliance with this instruction.
- 1.2. The 911th Wing Commander will appoint in writing a primary and alternate 911th Wing Self-Inspection Monitor. The Operations Group, Logistics Group, Support Group and Wing Commanders appoint primary and alternate Self-Inspection Monitors to assist the designated monitors within their assigned group. Squadron commanders appoint primary and alternate Self-Inspection Monitors for their squadrons and may appoint additional SI monitors for individual flights or work centers.

2. Procedures.

- 2.1. Semiannual self-inspections will be performed in January and July or as directed.

2.2. Discrepancies will be identified and entered into the SITS to document, track and ensure closure of identified discrepancies.

2.3. Automation of all program requirements is encouraged.

2.4. As a back up, each wing and group and squadron appointed Self-Inspection Monitor is required to maintain a self-inspection logbook. This logbook can be hard copy or disk but must be accessible for review by monitors and available in the advent that the LAN system is down. The logbook contains the following.

2.4.1. Section I. Appointment letters.

2.4.2. Section II. Self-Inspection or Commanders Common Core or Unit Compliance Inspection (UCI) Checklists as applicable to the Self-Inspection Monitor's level of responsibility.

2.4.3. Section III. An audit trail of all open discrepancies until closure. This should include follow-up date, current status, OPR and estimated completion date.

2.4.4. Section IV. Previous inspection reports, UCI, Operational Readiness Inspection (ORI), or a number Air Force (NAF) Staff Assistance Visit (SAV) or excerpts as applicable to the Self-Inspection Monitor's Level of responsibility.

2.4.5. Section V. Copies of Crossfeed Newsletters, excerpt or reports of other unit's UCI reports as applicable to the Self-Inspection Monitor's level of responsibility. Bench marking data may be filed in this section.

2.4.6. Section VI. List of current Special Interest Items (SII) and complete SII instruction or checklist that applies directly to Self-Inspection Monitor's responsibility.

2.4.7. Section VII. Executive Management Oversight. Use this section for copies of reports to the Executive Committee and the relevant minutes. Also for keeping higher HQ reports such as 22nd Air Force Quarterly AE Oversight Indicators.

3. Requirements.

3.1. The Wing Self-Inspection Program Monitor will:

3.1.1. Ensure the Self-Inspection Program meets directive compliance and communicates changes or unique inspection program elements.

3.1.2. Ensure each Group establishes and effective process for tracking and closure of discrepancies identified by internally developed checklists, NAF Staff Assistance Visits, ORI's, Air Force Reserve Command (AFRC) Unit Compliance Inspections and Special Interest Items (SIIs).

3.1.3. Ensure that each group monitor receives and has established a process for ensuring the IG Crossfeed, NAF SAV reports and SII's are being reviewed for compliance by the squadron, flight, or work center monitors.

3.1.4. Communicate through the use of e-mail or other fast media providing data as to changes or unique program elements or related information on the AFRC IG Web Pages.

3.1.5. Upon completion of semiannual self-inspections, conduct a meeting with the Self-Inspection Monitors to determine if program objectives are being met. Brief the commander as required for findings requiring senior management involvement.

3.2. Group Self-Inspection Monitors will:

- 3.2.1. Provide group appointment letter to the wing Self-Inspection Monitor.
- 3.2.2. Maintain the group's self-inspection logbook IAW the procedures outlined in paragraph 2.4. of this instruction.
- 3.2.3. Notify the appropriate group commander of discrepancies identified by subordinate organizations, which require assistance.
- 3.2.4. Communicate through the use of e-mail and other fast media items such as IG Crossfeed Newsletters and associated benchmarking information to all Squadron and Work Center Self-Inspection Monitors.

3.3. Squadron, Flight, or Work Center Self-Inspection Monitors will:

- 3.3.1. Notify the appropriate squadron commander or superintendent of discrepancies identified by subordinate work centers which require management assistance.
- 3.3.2. Maintain a self-inspection logbook or automated system, which contains checklists, SIIs and discrepancy log. Submit any changes/revisions to the Group Self-Inspection Monitor.
- 3.3.3. Implement self-inspection checklist in January and July or as directed. Coordinate with all subordinate work center and functional area managers to ensure checklist implementation, reporting of results, and closure of discrepancies.

3.4. Primary Program Manager will:

- 3.4.1. Ensure the SITS meets compliance as directed by the 911th Wing Self-Inspection Program Monitor.
- 3.4.2. Provide training assistance as requested by a group, squadron, flight, or work center monitor.

F. BAXTER LANE, Colonel, USAFR
Commander